



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

June 28, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-82

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: OSUP On-Line Training Classes

The Production Control Unit of the Office of State Uniform Payroll has been offering two training classes: (1) Time Entry Training and (2) Master Record Training. These classes will no longer be offered after August 2000 due to preparation for the conversion to the new ISIS HR/PR system. Since OSUP employees and the agencies will be attending a series of training classes for the new ISIS HR/PR system, there will be limited time to continue training for both systems.

If any agency operators need training for either of these two classes prior to September 2000, submit a Training Request Form to insure a slot for the request. The final date for receipt of the training request form is July 31, 2000. Agencies will be responsible for training their operators after August 2000. However, the UPS Help Desk will still be available to assist you with payroll problems and questions while on UPS.

If you have any questions, please call the UPS Help Desk at (225) 342-8928.

RSM:CS/kmb